



## Learning Model Portal: Frequently Asked Questions

September 17, 2020

### **I've already submitted this information via email. Do I need to update the Learning Model Portal, too?**

- Yes; districts and charter schools were asked to report learning model information via email on an interim basis while the Learning Model Portal was under development. This interim solution served as a means to comply with [Executive Order 20-82](#), which requires learning models to be reported to the Minnesota Department of Education (MDE), and to have data available at a high-level should a request for information be made by the public or the media. Now that the Learning Model Portal data collection site has been rolled out, we have the ability to collect more detailed information on a grade-by-grade, program-level, and site basis. MDE staff do not have the ability to add this data on behalf of a school district or charter school. The district or charter school must add all data regarding their learning models to the Learning Model Portal themselves. By doing this initial reporting, school districts and charter schools will be familiar with the Learning Model Portal and will be able to enter changes more easily within 24 hours as required by the executive order.

### **Who in my district/charter school is responsible for reporting this information?**

- Because the data collection portal exists within the Site Verification system, only district and charter school Site Verification Coordinators have access to provide the information. All Site Verification Coordinators received instructions via email on reporting your district or charter school's learning model information to the Learning Model Portal, which has been integrated into the existing system used for reporting. The instructions were also announced on weekly superintendent calls as well as in a superintendent mailing. If you are not authorized as your district or charter school's Site Verification Coordinator, you should work with your district or charter school's Identified Official with Authority (IOWA) to update the contact information that has been provided by your district or school. If you have questions about the individual that should be identified as the Site Verification Coordinator, you may contact your superintendent or school director.

### **How can I verify that what I've entered is accurate?**

- The information that districts and charter schools report will be available publicly on the new [Safe Learning Model Look-Up](#) site and [Safe Learning Model Dashboard](#). Review the data within the data entry screens and/or those sources. If data has been entered in error, please correct it as soon as possible. The data reflected publicly on the Safe Learning Model Look-Up site will be live while the Safe Learning Model Dashboard is updated every 30 minutes.

### **How do I report my ESY?**

- The learning model for Extended School Year (ESY) for students with IEPs and the summer term of state-approved alternative programs (SAAPs) does not need to be reported.

### **Am I understanding the directions correctly?**

- Our team has created a [User Guide](#) that provides detailed instructions on how to report the required information to the Learning Model Portal. You can also double check that you have reported your data correctly by looking up your district/charter school on MDE's publically available Safe Learning Model Look-Up site. If you feel the guide does not cover your specific circumstances, you may submit a question to [mde.school-verify@state.mn.us](mailto:mde.school-verify@state.mn.us).

#### **What about schools that have different start dates?**

- The [User Guide](#) provides detailed instructions on how to report your data to the Learning Model Portal. You should report your district/school's core first day of school at the district or charter school level. If a school has a different start date, you can click on "learning model" for the specific school and enter the data that is different than the data you reported at the district or charter school level.

#### **Where do I upload my full plan?**

- Your full plan should be posted to your district or charter school's website, but it is not necessary to submit any additional documentation or information beyond what is required in the Learning Model Portal. The [User Guide](#) provides detailed instructions on what is required to be reported.

#### **We only serve K-8. Why does our learning model show 9-12?**

- The grade level information that is displayed mimics what grades you have indicated as being offered at your reporting school. If this information is incorrect, you will need to submit a *Request Classification or Grades Served Change* form from the school(s) that is pulling in the erroneous grades. Once this form has been processed, the erroneous grades will fall off of the learning model at both the schools and organization level. Please complete the request to have your grades updated **before** adding information to the learning model. Please do not knowingly add incorrect information in order to get the learning model to save.

#### **We are doing a soft opening/rolling opening but overall our plan is hybrid. What do I report?**

- You should report all learning models implemented by your district or charter school. In this example, you should enter your initial learning model with your "soft opening" plan. You should then add a second learning model with the appropriate effective date of that new model. Continue to add new learning models until you are at your intended all-hybrid model. You may add all of your intended plans now, but if something changes you will be required to update as necessary within 24 hours of that change. Please consult the [User Guide](#) for detailed instructions if you have questions on how to enter this information.

#### **What if one kindergarten class is different than the rest?**

- You should report the most common or widespread learning model information being implemented at the district or charter school level. You should then enter any learning model information that varies from this by school and/or grade as an exception to the district or charter school level data. Please consult the [User Guide](#) for detailed instructions if you have questions on how to enter this information.

#### **When should I enter learning models that we are planning to implement in the future: now or when it happens?**

- When entering a new model, be sure to create a new entry. Do not overwrite or edit models previously implemented when entering a new model. You can enter any future learning models your district or charter school plans to implement as soon as those official decisions have been made. If you enter a future learning model and the model or implementation date changes, you can edit the information you

entered. You should not edit learning models after they have been implemented to ensure that an accurate history is maintained. However, if you must edit an already implemented model, please ensure that the effective date remains the actual date that it was initially implemented, **not** the date that you edited the data for the model.

**Why does hybrid mean something different than we were told a week ago?**

- Hybrid is commonly used to describe classes in which some traditional face-to-face instruction has been replaced by distance learning activities. Because the model a specific student is in may differ from another student, it is important to create clarity around the definition for purposes of reporting to the Learning Model Portal. For example, your district or charter school may be generally implementing distance learning, but providing in-person supports for some hours of instruction for certain groups such as special education or English learner students. In this case, general education students would be distance learning while students receiving those services would be in a hybrid model. Because those students are in a unique situation it is a better representation to report the grade as distance learning.

**How detailed do the responses need to be?**

- The “notes” section is intended to be a place to provide clarification if you chose a combination of multiple learning models for a single grade. Because those situations will be rare, it will be rare that you are required to provide a comment.

**If a new learning model is added for one grade, what do I do?**

- If one grade begins a new learning model, you must create a new learning model with a new effective date. You will then need to report at the district level for all grades and any exceptions to that at the site level. Anytime a detail changes with a learning model, a new date and corresponding model must be entered.